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ANNOUNCEMENT NUMBER: 02- 032

Agricultural Marketing Clerk

The American Consulate General, Osaka-Kobe is seeking an individual for the position of **Agricultural Marketing Clerk** in the ATO (Agricultural Trade Office), Osaka, Foreign Agricultural Service.

POSITION: Agricultural Marketing Clerk, FSN-1517-4/5/6/; FP-AA/9/8*

CLOSING DATE: December 10, 2002

WORK HOURS: Full-time; 40 hours/week (8:30-17:30)

SALARY: *EFM/MOH/NOR: Position Grade: FP-AA/9/8* (to be determined by Washington)
*Ordinarily Resident: Position Grade: FSN-4/5/6

NOTE: The successful candidate may be hired at a lower trainee grade based on his/her knowledge, skills and abilities and in accordance with U.S. Government regulations.

DEFINITIONS of EFM, MOH, NOR and Ordinarily Resident: Please go back to the previous page.

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Applicants, who are non-Japanese, must be eligible for employment under host government laws and regulations. Applicants must be:

- a) under Permanent Residence Status,
- b) a child/spouse of the person who is a Permanent Resident,
- c) a Long-term Resident, or
- d) a spouse/child of a Japanese National.

Please send a copy of proof of residence status allowing employment without employer sponsorship.

BASIC FUNCTION OF POSITION

Performs Marketing assistance, technical and clerical duties connected with USDA's agricultural marketing programs, as carried out by ATO/OSA. Performs and/or assists in a variety of technical support functions with minimal supervision including assisting ATO/Osaka staff develop and maintain contacts for promoting trade; organizing, arranging implementing and evaluating results or ATO projects; assisting in planning design and execution of annual marketing programs; establishing maintaining computer databases and office communications tools utilizing Internet applications; extracting information from databases and organizing for reply to inquiries regarding marketing opportunities for U.S. agricultural products. Performs other routine and ad hoc clerical tasks in overall support of ATO/OSA.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants will not be considered qualified unless they meet all qualifications.

1. **Education:** One year post-secondary education, university or equivalent business school, required.
2. **Prior Work Experience:** Three years of clerical, office management/secretarial or library work in a government unit or business firm is required. One year of job-related university or business school training beyond the minimum requirement, may be substituted for experience, i.e. one year for one year. However, the applicant must have at least three years of actual work experience.
3. **Language:** English (Level III)- good working knowledge is required. Japanese (level IV)- native proficiency in speaking, reading and writing is required.
4. **Knowledge:** A demonstrated capacity to acquire basic knowledge of complex organizations, functions, services, office procedures, and standard business, preferably marketing and software, references. A good knowledge of local business firms, trade practices, organizations, and local customers. (If the applicant's knowledge is less than the level required, hiring at a trainee level will be considered.)
5. **Skills and Abilities:** Tact in dealing with the public. Able to carry out assigned duties with minimum supervision. Must be skilled in operating computer software to record, retrieve, and produce information with demonstrated ability to customize and utilize database, spreadsheet, reporting, scheduling and/or Internet application. Able to develop and maintain routine communications with a wide range of working level contacts in Japanese public and private sectors to assist in organizing and managing various US marketing projects. Able to obtain and organize market information and to process analytical reports with precision and accuracy in grammatically correct English. Skill in using computer software to develop databases and related storage, retrieval, and communications systems and practices regarding marketing strategies and marketing statistical reports in various commodities and markets. (If the applicant's skills and abilities are less than the level required, hiring at a trainee level will be considered.)

SELECTION PROCESS:

EFMs and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

HOW TO APPLY: Please go back to the previous page or access U.S. Embassy fax service: 03-3224-2655, 2#, 6001#.

WORKING CONDITIONS for Ordinarily Resident: Please go back to the previous page.

An Equal Opportunity Employer

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**ONLY APPLICANTS SELECTED FOR INTERVIEWS
WILL BE CONTACTED**
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**WE DO NOT PROVIDE ANY WRITTEN NOTICE
IF YOU ARE NOT CALLED FOR AN INTERVIEW**
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